

**Public Records Committee Meeting Minutes
November 26, 2018 – 8:15 a.m.**

The meeting was called to order at 8:15 a.m. by County Board Chair, Russell Kottke in Room 1A – First Floor of the Administration Building.

Members present: County Board Chair Russell Kottke; County Administrator Jim Mielke; Human Services and Health Director Becky Bell; Sheriff Dale Schmidt; Corporation Counsel Kim Nass; and County Clerk Karen Gibson.

County Board Supervisor, MaryAnn Miller was also in attendance and requested payment for attending the meeting.

Motion by Schmidt, second by Nass to approve the minutes from July 23, 2018 as written. Motion carried.

Review Policy to Notify State When Converting Paper Records to Electronic Records: Discussion regarding creating a policy to notify the State of Wisconsin Public Records Board when paper records are converted to electronic records. Nass explained the need for a policy and she stated she will reach out to Department Heads to determine which records are being converted to electronic documents. Once a list of documents is created a request will be sent to the WI Public Records Board to amend Dodge County's Record Retention Schedule.

Review Proposed Changes to Sheriff Office and Human Services Record Retention Schedule: Sheriff Schmidt reviewed a proposed retention period for Portable Audio Video Recorders. It was agreed that the suggestions for portable audio video recorder records be included in Dodge County's Record Retention Schedule. Nass advised that the WI Public Records Board would have to review the changes and they meet quarterly. Ms. Nass will make the changes and submit them to the State Board for their meeting in March, 2019.

Human Services Director, Becky Bell, informed those present that the Human Services Department reviewed the current record retention policies and found one policy that needed to be reviewed further. The Adult Protective Services program has a policy regarding "Information Only" files which states the file will be destroyed after the subject of the record reaches the age of 110. Ms. Bell will do some further checking on this policy and will report back to the committee.

Set Next Meeting Date and Time: The next Public Records Committee meeting will be held on Monday, April 15, 2019 at 8:15 a.m. in meeting room 1A, first floor of the Dodge County Administration Building.

With no further business on the agenda, Chair Kottke declared the meeting adjourned at 8:40 a.m.



Karen J. Gibson, Secretary